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Riyadh

SKILLS

- Time Management
- Team-Work
- Extremely Organized
- Self-motivated
- Good User of Computer

Languages



Norah Al-Dawsari – CIPD Assoc.

Dedicated and professional HR with a diploma in HR from the CIPD have good experience working in human resource. Success in management and leadership in office environment. A candidate who combines a strong attention to communication fundamentals and excellent commitment to efficiency. Prioritize organization to complete administrative tasks successfully and efficiently. Experience in employee relations, overseeing the entire employee engagement, providing the policy to the employees, and ensuring the policy are followed correctly.

Education

November 2020

Diploma in Human Resources Practice – CIPD L3

Chartered Institute of Personnel Development (UK).

June 2017

Bachelor of Economics - 4.49 out of 5 (second owner)

Princess Nourah Bint AbdulRahman University.

WORK HISTORY

HR Officer – Mitsubishi Electric Saudi Ltd.

July 2019 – Present

- Sourcing and attracting candidates by using databases, social media etc.
- Screen candidates resumes and job applications.
- Conducting interviews and filtering candidates for open positions.
- Assist other managers to process job applications and respond to queries.
- Responsible for the employees on-boarding in coordination with the hiring manager.
- Presenting the HR policies and procedures in the induction day.
- Provided administrative support to HR director and HR generalist as well.
- Prepared the monthly HR reports.
- Monitor the utilization of the employees leaves and all the requests.
- Responsible for all the daily requests for all the region to get the approval from the Head office management.
- Work on day to day HR matters for smooth workflow.

WORK HISTORY

HR Coordinator – ITC

November 2018 – June 2019

***Full Time Employee.**

- Lead all employees in daily tasks, provided instructions and answered inquiries to enable all staff members to complete their responsibilities quickly and successfully.
- Supported talent acquisition team.
- Provided administrative support to HR director and HR generalist as well.
- Updated Human Resources policies as needed.
- Supported payroll team.
- Processed all renewed contracts and exit interviews.
- Responsible on HRMS for any leaves, renewed contracts, referral letter and added new employees.
- To maintain proper flow of documents in order to ensure smooth operations and with vendors to ensure their full support.

HR Administrator – ITC

March 2018 – November 2018

***Under Programs for Part Time.**

Talent development program so I worked on employee relations for 4 months and on recruitment for 4 months.

Sales -AlKhaleej Training&Education

November 2017 – March 2018

- Worked collaboratively with team members to drive customer service initiatives, achieving sales goals and increasing feedback scores.
- Assisted customers in finding suitable products to meet their needs.
- Accepted and processed returns.
- Attained performance in mobile sales with targeted, highly satisfied business customers by delivering exemplary service and assistance.

Courses

-Leadership 101 – GOOSTA

-Leadership 201 – GOOSTA

-Legal procedures for establishing an institution – SAC for training

-Administration planning and setting goals - Princess Nourah University